



Palm Beach Central High School

FY26 Collection Development Policy

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Signature Page

Palm Beach Central High School
FY26 Collection Development Policy

Date Approved by Administration: **April 23, 2025**

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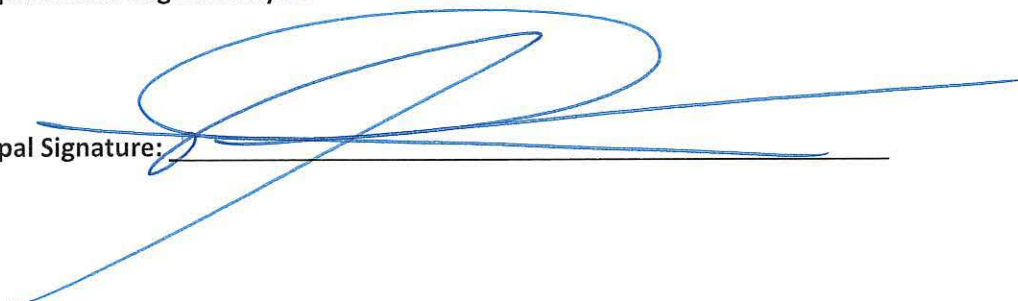
Principal Signature: _____

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the library's mission statement and serve as a guide for selecting, acquiring, maintaining, and retaining materials by establishing roles, responsibilities, and a process for addressing library patrons' needs. The Collection Development Plan shapes the building and maintenance of the entire material collection in print, audio, visual, and electronic formats. It includes forming policy and procedures, budget allocations, needs assessment, selection, collection maintenance, and evaluation.

Background Statement & School Community

The Palm Beach Central Media Center serves students in grades 9-12, along with our staff and parents. As of March 2025, the enrollment of Palm Beach Central High School was 2,770 students. The student demographics are as follows: 26% Black, 40% Hispanic, 26% White, and 8% other. PBCHS offers different Choice Academies, which include Culinary Arts, Engineering, a new Medical Academy beginning in 2025-2026, and Information Technology (Web and Digital Design or Cyber Security, in addition to AVID.

School Mission Statement

Palm Beach Central High School will provide a safe, supportive and engaging learning environment, where strong relationships set high, yet personalized, expectations for staff and students. By collaborating with all stakeholders, Palm Beach Central High School will offer a diverse array of rigorous educational experiences that will provide all students the goal of developing a culture of mutual respect and academic excellence. By nurturing our students' social, physical, and intellectual growth, our mission is to encourage our students to become responsible citizens, lifelong learners, and leaders in a global community.

Media Center Mission Statement

The Palm Beach Central High School Media Center will provide a safe and supportive learning environment for all. In this space, we encourage curiosity and appreciation of literature. Our patrons have access to the best available research tools, print resources and technology that will assist them as responsible consumers of accurate information. The media center is a collaborative space that prepares students to become lifelong learners, leaders in a global community, and critical thinkers.

Responsibility for Collection Management & Development

Each book that is made available to students through our media center must be selected by a certified Educational Media Specialist, regardless of whether the book is purchased or donated. The titles are selected with input from both students and faculty. Every book must have at least 2 positive academic reviews from reliable sources that include but are not limited to Booklist, School Library Journal, Kirkus, and Publisher's Weekly. Any community stakeholder may have input on book selection via the list of Active Book Orders for the current school year.

Library Program

The Palm Beach Central High School Media Center is open Monday through Friday for all students and staff from 7:20 am to 3:30 pm, with exception of special programming and/or testing as designated by the activities and testing coordinators. Students have access to the media center before, during, and after school. Students, parents, and faculty have continuous access to our Destiny Library Site, as well as MackinVia Ebooks and online databases. Teachers may sign up to bring classes to the media center for Book Tastings, checkout and research opportunities. The library staff organizes programs to bring students into the media center throughout the year. Our special initiatives include Trivia Tuesdays, Seasonal Bingo, Scavenger Hunts, Make and Take Craftivities, Banned Books Week, a Card Shark Club, Slam Dunk Books March Madness, along with collaboration with our various academies on our campus. The PBCHS Media Center participates in the Interlibrary Loan Program where materials can be requested from other schools in the district. The Department of Library Media Services works in collaboration with the Department of Educational Technology to provide necessary training for Media Center personnel to stay current with digital technology that benefits library patrons.

Goals and Objectives

S.M.A.R.T.	Goal 1	Goal 2	Goal 3
<i>Specific</i>	Increase the daily foot traffic to the high school media center by implementing new programs and marketing strategies	Collaborate with 4 teachers on a library integrated project by the end of the school year.	Expand our Book Club program with at least 10 members to participate in our Battle of the Books competition
<i>Measurable</i>	Aim for a 10% increase in the average number of students visiting the library each day	Track the number of collaborations as well as the success of the projects.	Track the number of active Book Club members and student participation
<i>Achievable</i>	Organize weekly/monthly events such as seasonal programming activities, Book talks, Makerspace, and promote them through Google Classroom and school announcements	Reach out to teachers, attend department meetings, and offer support and expertise with resources and technology	Offer opportunities for students to learn about the Book Club and Battle of the Books program, provide resources, and promote monthly meeting
<i>Relevant</i>	Enhancing the library program aligns with the school's objective to foster a culture of reading and learning among students	Strengthens relationships with staff and enhances library services	Fosters a love of reading, promotes social interaction, and creates a positive school culture that supports literacy
<i>Time Bound</i>	Achieve this goal within the next academic year, by the end of the school year by June 2026	Achieve this goal within the next academic year, by the end of the school year by June 2026	Achieve this goal within the next academic year, by the end of the school year by June 2026

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The school administration uses a formula to distribute the appropriated funds. The budget for the FY26 school year is expected to be similar to FY25.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$1,238	\$1,222
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$1,238	\$1,222
<i>Account 561100 - Library Books</i>	\$4,541	\$4,480
<i>Account 562230 - Media A/V Equipment</i>	\$1,590.17	\$1,590.17
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	\$0
<i>Fundraising/ Grants</i>	Budget Amount	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$2500	\$1,438.38
<i>State Media Allocation</i>	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$4,020	\$5,522

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
3070 Funds for Nonfiction Books, Ebooks, Audiobooks	\$5,522
Fiction Library Books, Ebooks, Audiobooks	\$4,480
Supplies	\$1,222
Databases	\$2,500
Makerspace	\$ 500
Programming	\$500
Equipment/Furniture	\$750.55
Total:	\$15,474.55

Scope of the Collection

The collection development is focused on the materials that will support both curriculum and pleasure reading of Palm Beach Central High School students and staff. We follow the guidelines of the School District of Palm Beach County as referenced by School Board Policy 8.12, which is governed by the Florida Department of Education. According to District policy, the collection will be arranged by the standard Dewey Decimal Classification System. Our collection comprises both print and non print materials, which include fiction, nonfiction, magazines, DVDs, Ebooks, and audio books. The district provides numerous databases at the secondary level that support research. Gale, Worldbook, SIRS and Teaching Books provide reliable access 24/7 access for patrons. This year, PBCHS Media Center purchased Comic Plus so that students can read unlimited graphic novels through MackinVia on their personal devices. We also provided school wide access to Flocabulary to support teachers and students with their curriculum standards and test preparation.

Equipment

The equipment that is available for use in our media center includes 17 desktop computers with access to a student printer, in addition to a devoted computer lab for Edgenuity and Adult Education. There are 2 Smart Boards for teacher, tutoring and school club use. There are 2 poster maker machines, 2 scantron machines and 2 laminators. Our media center houses 2 Sharp copiers and an Accucut machine as well.

Collection Development

Collection Development refers to the dynamic process of building and maintaining the library media center's entire materials collection in both print and non print formats. The media specialist spearheads this plan with the stakeholders' input and consideration of the school community's needs. This process encompasses the formulation of policy and procedures, budget allocation, needs assessment, material selection, collection integrity, and evaluation.

Selection and Evaluation Criteria

Palm Beach Central High School follows School Board Policy 8.12 when it comes to selection criteria for the media center. The materials must be age appropriate, align with state academic standards, and represent the cultural diversity of our school community. This process allows for input from stakeholders as well as the students and staff of PBCHS. Each selection requires consultation of at least 2 academic, professionally recognized reviewing periodicals. Some of the review sources include but are not limited to Booklist, School Library Journal, Kirkus, and Publisher's Weekly.

District-Wide "Procedures for Selecting and Developing Library Collections"

School Board Policy 8.12 sets out the procedures for selecting and developing library collections, which are followed District-wide.

District Resources And Services





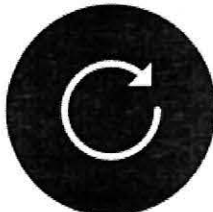






The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces at the administrative level;
- Managing technical services for acquiring and processing resources for schools;
- Distributing to schools and monitoring categorical and capital budgets allocated for library programs and
- Fostering a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

The School District Library Media Services Department collaborates with other District departments, including the Department of Educational Technology, to provide selected electronic information, the technology to access it, and the training needed to efficiently and effectively search for and find specific facts.

Collection Analysis

The collection is developed for and influenced by students, their interests, academic needs, and alignment with the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
13,221 Items in the Collection	4.4 Items per Student	37% Fiction Titles in the Collection	50% Percent of nonfiction in the collection
Library media resources are curated to include recently published works and classics that rightfully impact the average age of the collection.			
	2008 Average Age of the Collection	62% Aged Titles	10% Newer than 5 Years
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
			
47% Representative Titles in Collection	2009 Representative Titles Average Age	35% SLL Titles in Collection	2012 SLL Titles Average Age

Collection Analysis By Category

This section provides a detailed look at the current library collection by classification and genre. It was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool.

Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	109	2009
Philosophy & Psychology	192	2008
Religion	43	2003
Social Sciences	1,713	2005
Language	98	1996
Science	540	2007
Technology	704	2007
Arts & Recreation	1,076	2006
Literature	968	1999
History & Geography	1,224	2004
Biography	1,527	2007
Easy	8	2011
General Fiction	4,827	2013
Graphic Novels	299	2011

Gifts and Donations

Any books gifted or donated to the school must meet the same selection criteria as all other materials. No materials will be added to the collection if they are out-of-date or age-inappropriate simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

As per Board Policy 8.12 (8), the collection in the media center must be inventoried on three year rotation as follows:

- 2025- Nonfiction
- 2026- Biographies and additional materials
- 2027- Fiction

Our Fiction collection is shelved and color coded by genres (Library Genre Key). In order to facilitate the circulation and inventory process, Destiny Library Manager software is provided to all schools. Destiny can generate reports on circulation as well as average age of collection. These reports can help measure the success of the library media program.

Lost or Damaged Library Materials

Palm Beach Central High School's policy charges fines for lost/damaged materials in accordance with School Board Policy 2.21B(9) which states: "If a student loses or damages District property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property."

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">• Diverse Fiction• Graphic Novels• Ebooks
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Fiction• Graphic Novels
FY27	Selection Priorities <ul style="list-style-type: none">• Nonfiction• S.T.E.M• History
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Nonfiction• Science/ Technology• History
FY28	Selection Priorities <ul style="list-style-type: none">• Audiobooks• Biographies• Collective Biographies (920)
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Biographies• Collective Biographies (920)

Reconsideration of Materials

In order to make changes to the approved list of materials, [Board Policy 8.1205](#) on Challenged materials shall be followed. Both Policy 8.125 and the Specific Material Objection form are linked in the appendix.

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

Appendices

A: Library Bill of Rights

"Library Bill of Rights", American Library Association, June 30, 2006.

[Link](#) (Accessed February 3, 2025)

Document ID: d03f6aae-7e51-46b3-afed-50fa0809f8ca

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

[Link](#) (Accessed February 3, 2025)

Document ID: 24cc13f0-22e4-4c16-ba92-d68ee65b9e28

C: Policy 8.12 - Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials

School Board of Palm Beach County (November 14, 2023). Selection of Library Media Center Materials and Reading List Materials.

[Link](#) (Accessed February 3, 2025)

D: Policy 8.1205 - Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process

School Board of Palm Beach County (November 14, 2023). Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process.

[Link](#) (Accessed February 3, 2025)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

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